CITY OF HOUSTON
Job Posting

1	**Applications accepted from:**	**ALL PERSONS INTERESTED**
2	**Job Classification**	**Senior Microcomputer Analyst**
3	**Posting Number**	**PN # 102297**
4	**Department**	**INFORMATION TECHNOLOGY DEPARTMENT**
5	**Division**	**System Services**
6	**Section**	**NA**
7	**Reporting Location**	**611 Walker Street***
8	**Workdays & Hours**	**M - F, 8:00 a.m. - 5:00 p.m.***
		*Subject to change

9 | DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs work in support of personal computer environments. Installs hardware and software, troubleshoots hardware software problems. Designs and install LAN/WAN. Installs new and/or expands existing microprocessor based computer systems (personal computers) and software. Determines required software and hardware in conjunction with end users. May program or select suitable software to meet user requirements. Troubleshoots and resolves software, hardware and communications equipment problems. Assists users in micro-to-mainframe computer system linkages. Monitors and evaluates computer network to ensure proper work integration and effectiveness. Handle special projects as assigned. May perform lead person duties on some projects.

10 | WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, stand and sit for extended periods; lift, pull or push physical objects; be able to lift up to forty (40) pounds; operate city vehicles, attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; and deal with people in tense situations. Must willing and available to work all shifts, including rotation, weekends and holidays.

11 | MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Computer Science, Management and Information Systems (MIS) or closely related field.

12 | MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of professional experience in systems analysis, design, programming or closely related field required. Directly related professional experience may be substituted for the educational requirements on a year-for-year basis.

13 | MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

14 | PREFERENCES

One (1) year experience working in local area network environment, knowledge of personal computer internal electronic, electrical, mechanical components; ability to disassemble and reassemble PC LAN equipment; experience working with and knowledge of Novell, Windows 95 and MS DOS operating environments; working knowledge of Lotus 1-2-3, Word Perfect, and Microsoft Office 97. Ability to communicate orally and in writing and establish effective working relationships with all levels of users.

15 | SELECTION/SKILLS TEST REQUIRED   Application review and/or interview.

16 | SAFETY IMPACT POSITION   ☒ Yes   ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 | SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<div align="center">

Salary Range - Pay Grade 23

$1,308.00 - $1,802.00 Biweekly $34,008.00 - $46,852.00 Annually

</div>

18 | OPENING DATE   January 5, 2005

19 | CLOSING DATE   OPEN UNTIL FILLED

20 | APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1840." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

<div align="center">

An equal opportunity employer

</div>

66182.DOC